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HEADQUARTERS
EXTERNAL SURVEY DETACHMENT 44
U. S. NAVY, SHANGHAI, CHINA

25 February 1948

SUBJECT: Administrative Section Monthly Report (February 1948)
TO: Chief of Mission, External Survey Detachment No. 44,
U. S. Navy 3930, c/o FPO, San Francisco, California.

I. GENERAL.

Administration of this Mission is based on Washington directives, the principles of Army and Air Force Regulations and locally established procedures.

II. ADMINISTRATIVE PROCEDURES.

1. In consideration of reduced personnel operating strengths, it has been necessary to group certain activities within the Services and Administrative Sections and to some degree revise Standing Operating Procedures which were established in March, 1947.

2. The present Field Services supply activity at Tsingtao will be terminated 15 March 1948, after which time support of field station supply will revert to headquarters. Until that time, appropriate coordination between headquarters supply and Field Services at Tsingtao will continue.

3. The reassignment of various personnel is intended which, when accomplished, will tend to off-set losses in some branches. A full explanation of these and other changes will be made in the next report or at the time when presently formulated plans and new procedures are in full effect.

III. PHASING-OUT PROGRAM.

There have been few departures on PCS since the last report was made, but personnel scheduled for Fourth Phase release will be processed and in transit during March and April.

IV. RE-ORIENTATION AND TRAINING POLICY.

1. This program is progressing satisfactorily. Although many persons will become eligible within the next few months, it is presently contemplated to return a minimum number over any given period, spacing departures on a basis of longest individual overseas service and organization interests.

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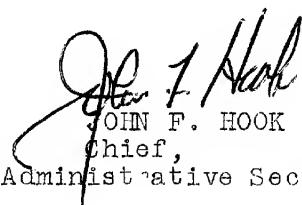
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V. STRENGTH REPORT.

	<u>25 January 1948</u>	<u>25 February 1948</u>
Officers	14	13
Enlisted	7	7
Civilian	64	61
Total assigned strength	<u>85</u>	<u>81</u>
Total "duty" strength (less TDY for Training, etc)		78

VI. PUBLICATIONS.

Publications issued during the current month of report are attached. There is also included an informational roster of personnel assignments which has been corrected to 25 February 1948.



JOHN F. HOOK
Chief,
Administrative Section

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